

8 Habits of Highly Effective Technology Users

1. Clean all documents off desktops before logging out.

Anything left on the desktop becomes part of your user profile and needs to mount every time you login. This uses network bandwidth that affects all users at your building. Desktop files need to be put in your Documents folder. Don't forget to empty the trash!

2. Consider the backup process.

Almost everything on the file server is backed up nightly. Files that are too large or named incorrectly can bring the backup process to a standstill, preventing all remaining files at your building from being backed up.

Files need to be correctly stored inside folders within your Home folder (inside Documents, Pictures, Movies, etc.). Anything floating around loose inside your Home folder is not backed up. It is especially critical that movies are **ONLY** saved inside your Movies folder.

3. Delete excess iPhoto, iMovie, and iTunes files.

These files take up valuable file server space and can stall backups.

- ∞ Go through iPhoto at the end of the school year and delete pictures you no longer need. You can burn them to a CD first. Be sure to empty the iPhoto trash.
- ∞ When you have completed an iMovie, burn it to a DVD and delete the iMovie file from your Movies folder.
- ∞ Put a reasonable limit on the amount of music you load in iTunes.

4. Make corrections to file names.

Long file names and use of punctuation and special characters in file names impact backup and also can prevent users from transferring files from one location to another. Keep file names short (under 20 characters), and use only letters, numbers, and spaces.

5. Add file extensions.

A file extension is the three (or more) letters after the dot at the end of a file name (such as .doc for Word, .ppt for PowerPoint, and .cwk for AppleWorks). File extensions make it possible to open documents on various computers and operating systems, and are essential for keeping documents readable when computers are upgraded.

6. Clean out the Shared folder.

The Shared folder mounts at login, taking up network bandwidth. Large files in your folder can slow down the network for everyone in the building. Check your folder on the Shared folder at the end of the school year and throw out anything you no longer need.

7. Clear Entourage cache.

Entourage doesn't fully synchronize with the email server, so emails can remain on your folder even after they've been deleted from the server. After clearing the cache, what the user sees is exactly what is stored on the email server. This only needs to be done when you encounter a problem with Entourage. It may be especially helpful for traveling teachers who access Entourage at more than one building.

To clear the cache, hold down the Control key and click on your Inbox. In the contextual menu that appears, click on Empty Cache. This will cause Entourage to begin the synching process, just as it did when you first set up your Entourage account. You can continue to use Entourage and can even quit the program in the middle of synching.

8. Follow proper sequence of quitting programs, logging out, and shutting down.

Quit all programs before logging out. Log out before shutting down. Observing this process allows the computer to write necessary information back to the server and helps preserve the long-term health of the computer. It is essential to emphasize this sequence with students.